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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Appropriations Restrictions

The House Appropriations Subcommittee, which is handling appropriations for the Independent Offices, has recently released a report which includes some comments on the purchase of automobiles and electrical business machines. As these comments may be of general interest in reflecting Committee thinking, I am forwarding them to you herewith.

Purchase of Automobiles

"The committee has denied all requests in the estimates for authority to purchase new automobiles and has asked the Bureau of the Budget, with the cooperation of the General Services Administration, to survey the situation with a view to effecting the transfer of cars now in the possession of agencies where they are not essential, to agencies where there is a real need. Undoubtedly, there are automobiles in the possession of agencies which receive little or no use. There are also many automobiles owned by agencies which are, or soon will be, in process of liquidation. These surplus cars should be transferred to other agencies where there is a real demand for them.

Rental or Purchase of Electrical Business Machines

"The committee has eliminated from the bill all money for the rental or purchase of additional electrical business machines. There are machines under contract today which are not used to their fullest capacity. The committee is requesting the General Services Administration and the General Accounting Office to make a survey of this type of equipment with a view to determining whether it is being used sufficiently to warrant continued rental or, where machines are not used full time, to submit recommendations as to the use of such equipment by other agencies, or by activities within the same agency. The committee feels that very substantial savings can be effected as a result of the action indicated."

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